

SECRET
Security Information

23 October 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Concerning the Vital Documents Program

Representatives of OO, OCD, OCI, ONE, ORR, Comptroller, Records and Management, OSI, and the Cable Secretariat were driven to [] of GS on 21 October 1953 for the purpose of observing [] facilities for safe storage and custody of their respective Vital Documents. [] arranged travel orders for the group.

Cable Secretariat Vital Documents have been stored with Chief, [] through [] and we have no material in the repository [] Others in the group spent the day reviewing material which they have been depositing for some months. Purpose of the review was to determine as a test if the material now on hand could be readily located, and secondly if it was considered to be sufficient to enable a given activity to go back into business.

The repository is under the management of a [] who is responsible to the CIA Records Office through []

[] There are two methods of making official deposits of material:

SECRET
Security Information

Security Information

DIRECT AND INDIRECT

Should we have occasion to use these facilities the "Indirect" method would be appropriate. The two methods are briefly outlined below.

25X1A Direct---Under this method the unit concerned makes direct deposits of material which is not inventoried or seen by the Custodian [] Roughly, this is the equivalent of a safe deposit box.

25X1A Indirect---Under this method units route their material through the Records and Management Office [] 25X1A [] He is responsible for transporting it safely and will provide Documents Officers with receipts for their material. Should it be necessary to physically inspect any material on deposit arrangements to do so can be made through

25X1A [] I Learned that DD/P is a "direct" depositor of material and has a screened off area about three quarters of a bay in size. As I understand it only they (DD/P reps) have access to this area, 25X1A though it is guarded by []'s staff as with all other material.

25X1A I asked [] if there had been any basis of priority established as to the relative first call on the facilities of the station to reproduce vital documents which were stored on microfilm. He

SECRET

Security Information

SECRET
Security Information

said no, that in a recent staff study it was estimated that to reproduce all material presently on hand in microfilm form into hand copy form that it would require something like 13,000 days. I did not pursue the subject further except to tell him that while we had no material on deposit with him, we did have a vital interest in one item presumably deposited by DD/P (FI/RQM crypto-pseudo file on microfilm). I did not identify RQM or the item.

25X1A [] was receptive to my suggestion that priorities should be established for certain selected material and I told him that I would suggest to DD/P that they establish a "first" call claim with him facilities with respect to the item we would require on an urgent basis. (I shall take this matter up with [] immediately after a conference with [] which is scheduled for tomorrow (22 OCT 53) for the purpose of clarifying our past verbal agreements with Signal Center and to register our needs for supplies and equipment with the General Services people.)

25X1A 22 October for the Record:

25X1A Conference with: []

25X1A OC-O/Tng.

SECRET
Security Information

SECRET
Security Information

25X1A

[] introduced [] (I had met him yesterday) and asked that I summarize our requirements which I did as follows:

25X1A

25X1A

1. I confirmed that for the purpose of a sound emergency plan which covers the evacuation of our present area and resuming operations at [] that it was agreeable to the Cable Secretary that Cable Secretariat personnel would integrate their actions according to the Signal Center plan. Under this plan the Cable Secretary, Deputy Cable Secretary and Executive Officer rely on Chief, Signal Center to alert them in an emergency. The Cable Secretary and Deputy Cable Secretary move to the emergency Center on receipt of alert

25X1

25X1

[] unless circumstances require they assist in assembling the Cable Secretariat Staff. The Executive Officer is responsible for performing this task, and under the terms of the Signal Center plan is designated as an Assistant Group Leader under []

25X1A

I stated we had no desire to amend these arrangements unless OC wanted to put us on our own, that if such was not the case then I desired only to formalize our agreement in writing.

2. In view of the survey currently making the rounds, as to the reproduction requirements to be made [] all Agency units, the Cable Secretariat desired to register with proper officials all

25X1

SECRET
Security Information

~~SECRET~~
Security Information

repeat all of our requirements for support. I assembled a list of items we wanted assurances on that they would be available.. Our need of a ditto machine came as a surprise to [] who had thought that Signal Center would be giving him ditto masters to be run and to be distributed by his local staff. He was quite glad to learn that we planned to be there to do this.

25X1A

During our round-table discussion it was agreed that we would prepare an ADCO memorandum to [] outlining joint Signal Center-Message Center requirements for expendable and non-expendable items. [] and I will prepare this paper.

25X1A

It was further agreed that we could store such supplies as we might need in the way of internal forms in the Signal Center storage bin at []

It was also agreed that we should place a small quantity of ditto masters at [] to be held for emergency.

Such supply to be replaced each time and new supply of masters were received in the warehouse.

Before the meeting adjourned I brought up the question of the crypto-pseudo file of RI's which we would need immediately to operate. To a lesser extent Signal Center and particularly Commo would need it too. All agreed that we must (a) store hard copy or (b) procure first

SECRET

Security Information

25X1A
call on a microfilm reader. The meeting closed that I would take
the problem up with [REDACTED]

25X1A
October 23, [REDACTED] Dep, Chief FI/RI and I discussed
25X1 our need for [REDACTED] Copying a hard
copy file is out of the question as far as his shop is concerned. It
is all they can do to maintain them and supply us with additions and
deletions. They microfilm their complete file every three months
to keep it up to date. He offered to do this with ours, too. I accepted
and will make a firm requirement through [REDACTED] for
exclusive use of a microfilm reader at [REDACTED]

We can store the rolls of film with the Signal Center at [REDACTED]

25X1A